LawTime user manual

Version 2.6.9

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Starting LawTime

- LawTime starts automatically when you start your computer. If you have closed LawTime manually, start the program by clicking the LawTime icon

The small LawTime window

- The small LawTime window…

… has two main functions:

1. The Clock button starts the new timer.
2. The leftmost button opens the main LawTime window.

- The "Close" ( ) button hides the LawTime window. To display it again, click on the LawTime icon

- If you close the program before saving data, the unsaved timers will remain active until you restart the program
- Right clicking on the timer opens a menu

Timing

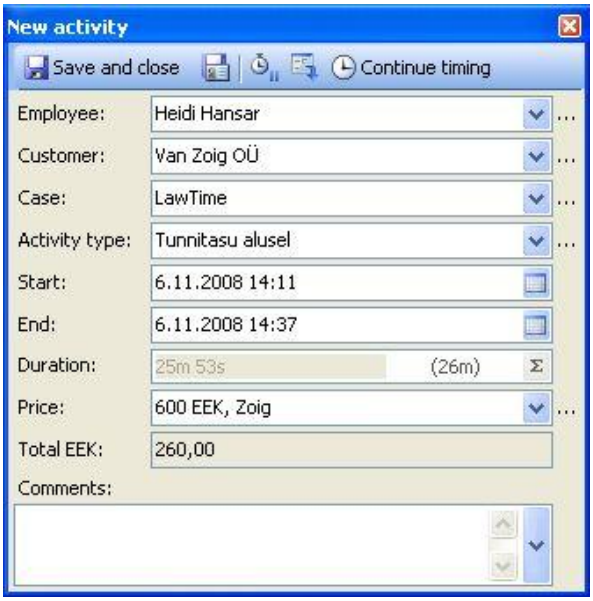
Starting the timer

- Press the clock-button ...

... and the timing begins ...

- Click on the timer and the data entry window opens, and the timer stops

Enter the data



- Enter or select the relevant data about a customer, case etc
- Do one of the following:
  - select from the list
  - start typing in the list box for a quick search
- If the measured time and actual duration of the work are different, enter the number manually
- The field "Duration" specifies billable time. The grey areas show the duration as it will be shown on the invoice (rounding rules applied)
- The “End“ time is used only to display the duration in the calendar. The "Start" time and duration will be used for billing
- To calculate “Duration”, based on start and end time, press the Σ button
- Enter the time duration as “1h 30m”. You can also use “1.5h” or “90m”

- The price is automatically chosen according to selected employee, customer etc
- The total is calculated automatically
- Comments are displayed on invoice specification
- Use the comment templates to simplify data entry. A list of comment templates are found under settings (Settings -> Comment templates), and from comments used before.
  Set the language in customer or case settings to see the icon ET (Estonian) near the comment field

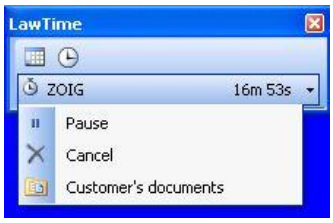
- When done, click Save and close
- To hide the window, click on the button
- To pause and/or continue timing click on the button

More options

- You can use more than one timer at the same time. This helps you to easily solve the situation when you're in the middle of longer jobs, and one or several short jobs are being done at the same time.
  Activating a new timer will pause the others

- Vertical layout displays timers in a vertical view, also showing the customer and case information (if data was entered before) and pause button

- The ··· button next to the selection area opens a menu with *show all*, *open*, *new* and *refresh* options
- The button next to selection area opens a calendar to select the time and date
- Click on the timer to hide the data entry window (the timer will remain paused)
- To pause or/and continue timing, do one of the following:
  1. Press on the arrow next to the timer, click *pause*. Do the same to exit pause.



2. Click and hold the left mouse button on the timer to start or exit pause.

3. To pause the timer click on , and to continue timing click on .

- Press “Save and new” to save work and leave the data entry window open

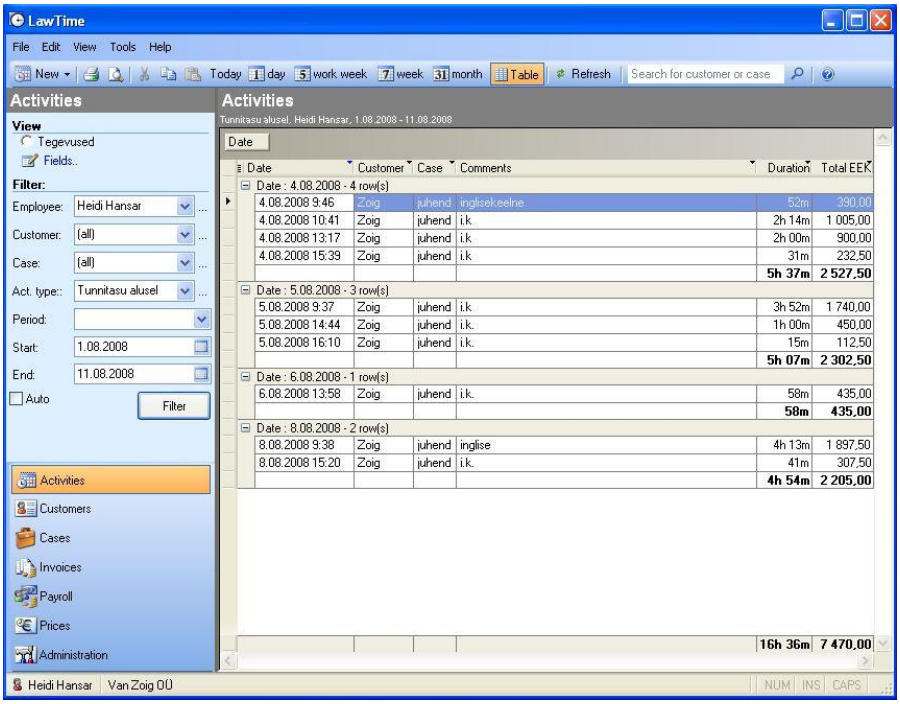
Use this option with the same data for example:

1. If in addition to the hourly rate, an international phone call is billed.
2. If the same work was done by several employees.

Main window

Press the left mouse button to open the main window.

The structure of the main window



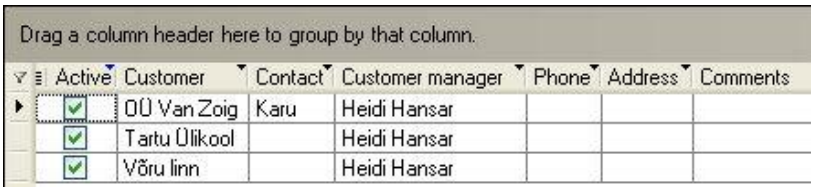
The 3 zones of the main window are:

1. **Table selection**. Click to select a module.
2. **Viewing options**. Table settings, filters etc.
3. **Content**. Table content.

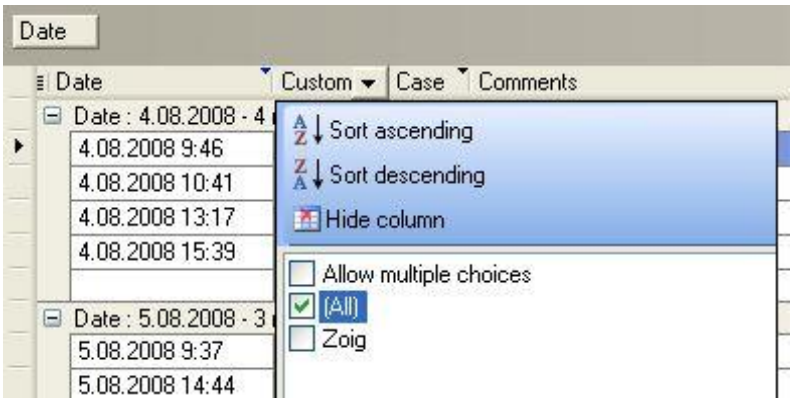
Work with tables

You can change the appearance of tables by:

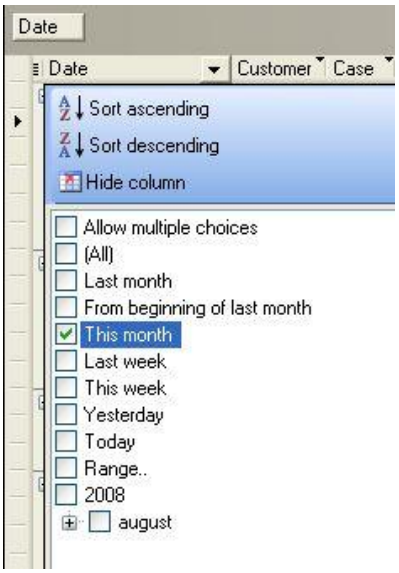
- **Sorting**
  Click on the column heading to sort the table. Click again on the same field to reverse the sort direction.
- **Grouping**
  The header of the table shows the groups used. Drag a column header there to group by that column and display subtotals.
- You can group by more than one field.



- **Autofilter**
  The arrow button in the column header opens an autofilter menu.
  Click on a value to filter the table data.

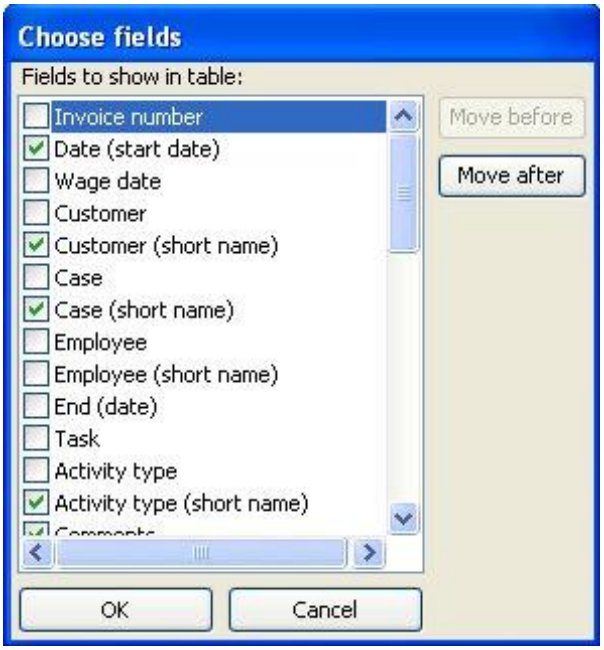


The "Date" column allows you to select year, month and day.



- **Choosing columns to show in the table**
  Click on "Fields" …

  … and choose the columns to be shown in the table:



- **Saving table settings**
  To save the table, click on *View* > *Table settings* > *Save as new*.

Later, you can restore *View settings* by one click:

- **Output table data**
  You can print, save in a file, send to mail recipient as a PDF, copy to Excel etc.

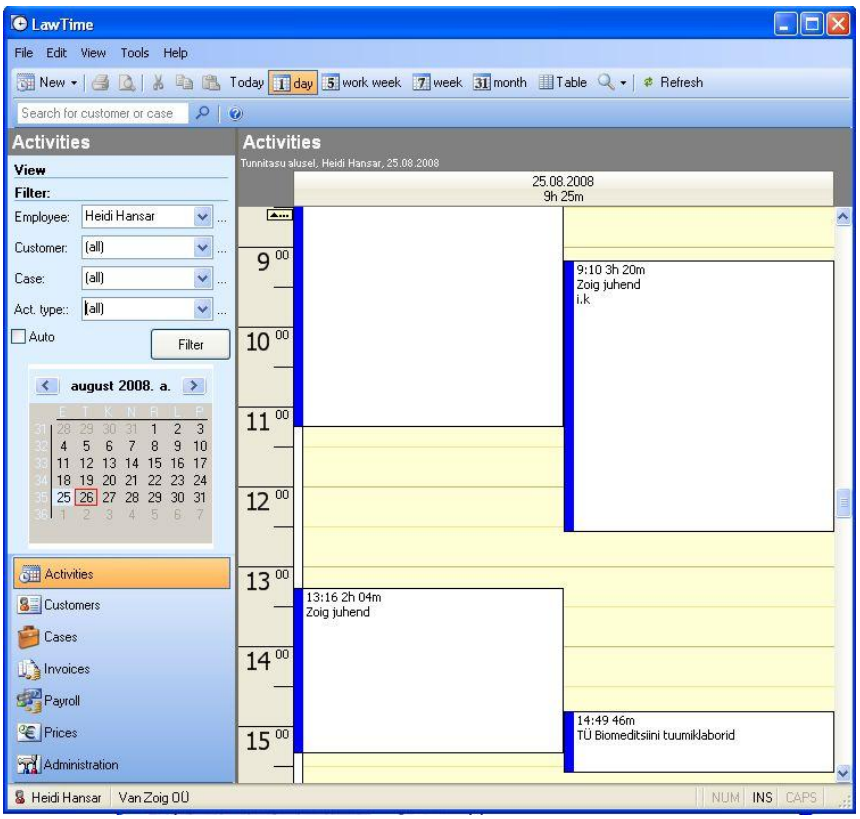
  See also
- LawTime main window
  - Activities
  - Customers
  - Cases
  - Invoices
  - Prices

Activities - viewing measured work

Viewing options

Calendar

Use the calendar view to get an overview of a workday, week or month.

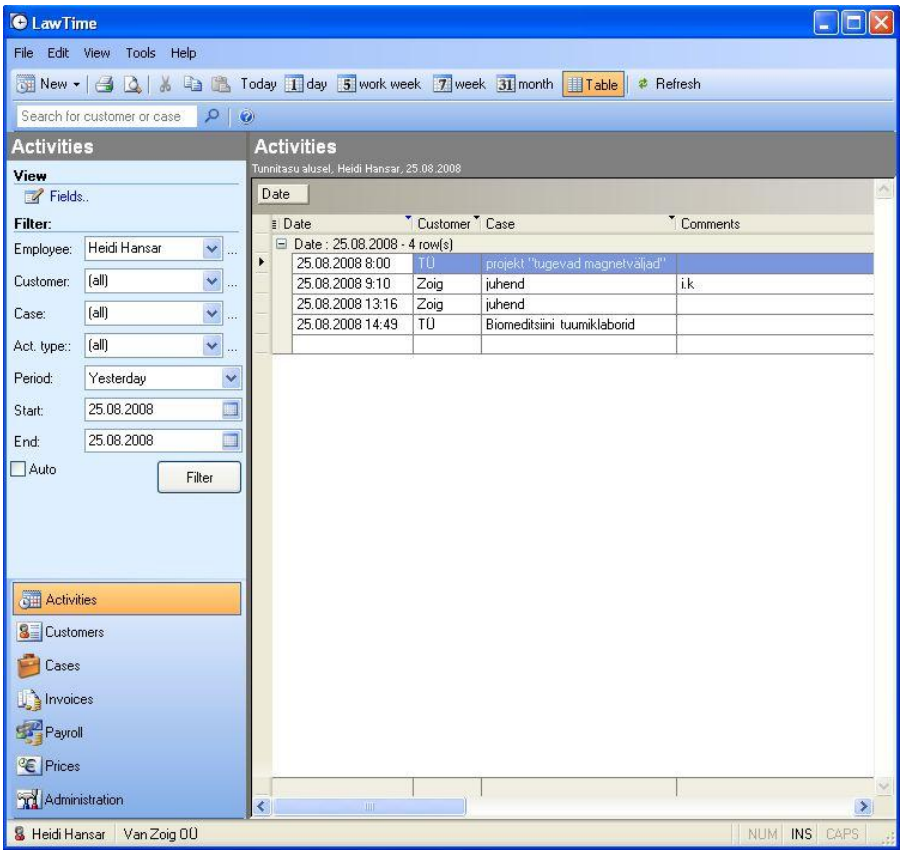


You can use filters to display the data you need, or select dates from the calendar.

Table

Use the table view to obtain an overview of the measured work.

You can choose filters (from the left menu of the main window) to display the data.



You can also:

- print the table, save in a file, send to a mail recipient as a PDF, copy to Excel etc
- show and hide the table fields
- sort
- group in different levels (subtotals)
- save the table settings to display them later
- use filters (similar to Excel AutoFilter)

Filtering activities

Use *Filter* to view the activities, which correspond to selected criteria.

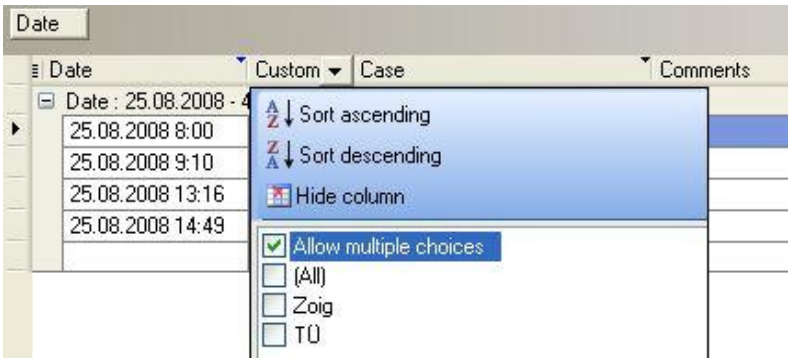
For example, if you select a *customer*, then you will see the activities only for this customer. But if on the *customer* field *all* is selected, then you will see the activities of all customers.

Use the *Period* list to select from the most frequently used time ranges.

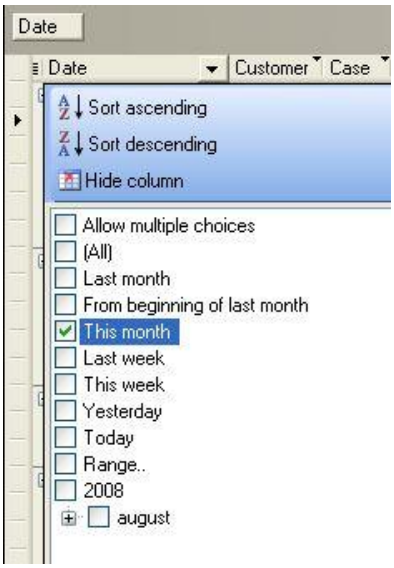
Click *Filter* to apply your selections.

Use autofilters for a quick filtration.

Allow multiple choices enables you to select different objects (in customer's or other column) at a time.



The *Date* column allows you to select the *year, month and day*.



Customers

Adding customers and viewing data

To find customer data, do one of the following:

1. Click “New” to create a new customer in the submenu *“Customers”* in the main window..
2. Click on the ··· button next to customer selection anywhere in LawTime to open or create a customer.

Customer data

General

Name – the name of the customer.

Short name is displayed e.g. in the LawTime main window to view activities

VAT code – the VAT code used for this customer

Division – select a division for this customer

Contract date – the date when the contract was signed

Contact number – the customer's contact number

Comments – add comments about this customer

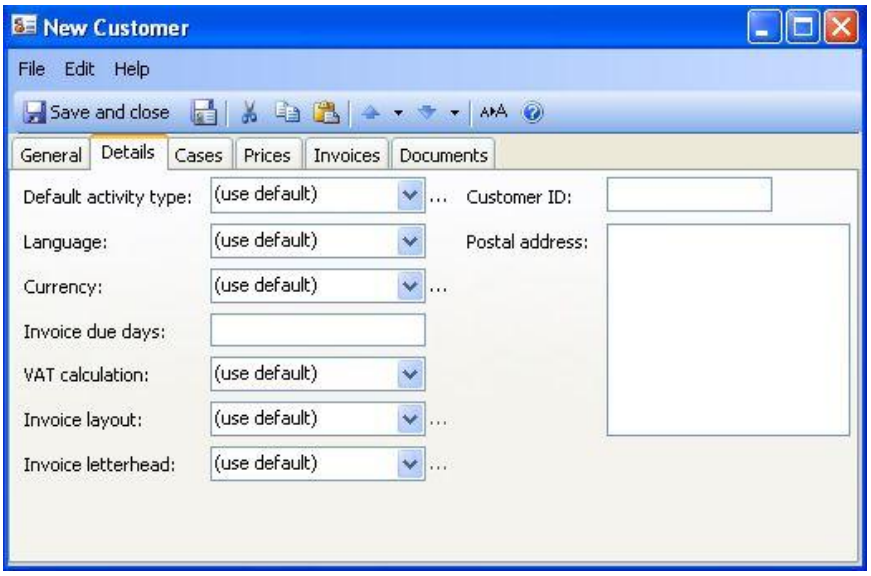
Address – the customer's address

Active – when "active" is checked, the customer will be shown in selection lists

Export customer – tick the checkbox to mark the customer as an *export customer*

Mail settings – tick the checkbox (Newsletters; Christmas cards; Invoices by E-mail; No paper invoices) you need to consider this when composing an e-mail to this particular customer

Details



The “Details” tab specifies data for this customer:

Default activity type – specifies the activity type used in new activities for this customer

Language – the default language for this customer. The language icon ET is shown in the right corner of the comment field. Enter the comment template texts according to the language settings (see also)

Currency – the default currency used on invoices for this customer

Invoice due days – Displayed automatically on the invoice, after entering the *invoice date*

VAT calculation – the VAT % used on invoices for this customer

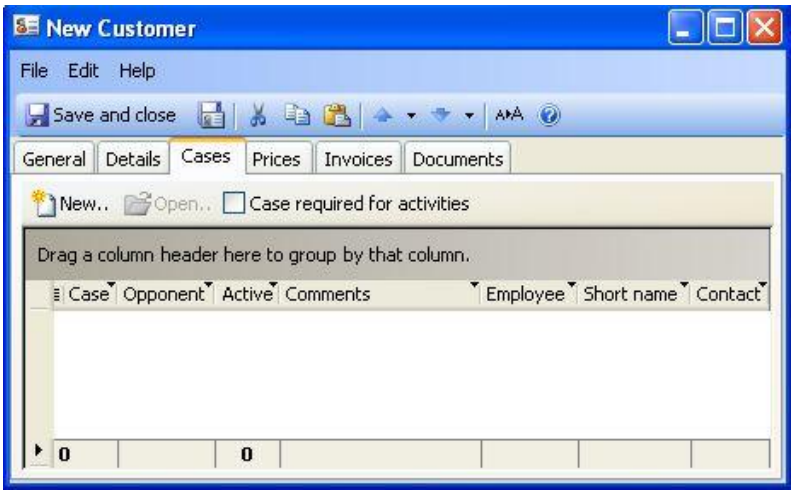
Invoice layout – determines how the invoice sections are organized on paper

Invoice letterhead – controls invoice headers and footers: bank details, addresses, contact information, your company logo etc.

Customer ID – the customer ID from an external system (e.g. accountancy)

Postal address - enter the customer’s *postal address* if it’s different from the customer’s *address*. It displays automatically on invoice, after the customer is selected

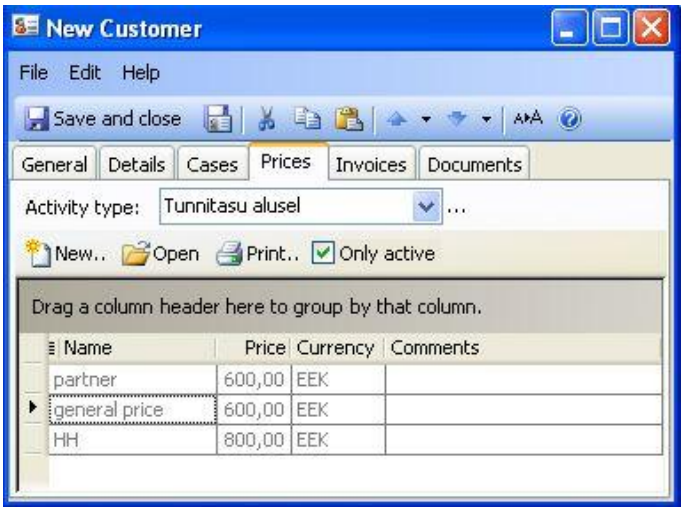
Cases


New Customer
File Edit Help
Save and close
General Details Cases Prices Invoices Documents
New.. Open.. Case required for activities
Drag a column header here to group by that column.
Case Opponent Active Comments Employee Short name Contact
0 0

The list of the customer's *cases* (see also Cases). Click on "New" to add a new case to the customer. To open a case, click "Open" or double-click on the case row.

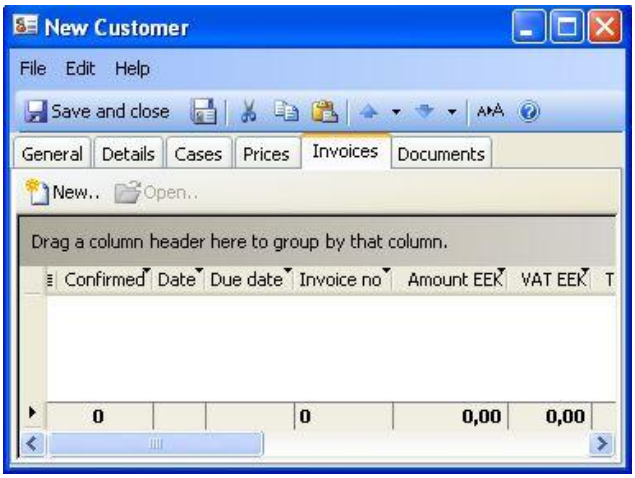
If "*case required for activities*" is checked, then a case must always be selected when entering new activities for this customer.

Prices


New Customer
File Edit Help
Save and close
General Details Cases Prices Invoices Documents
Activity type: Tunnitasu alusel ...
New.. Open Print.. Only active
Drag a column header here to group by that column.
Name Price Currency Comments
partner 600,00 EEK
general price 600,00 EEK
HH 800,00 EEK

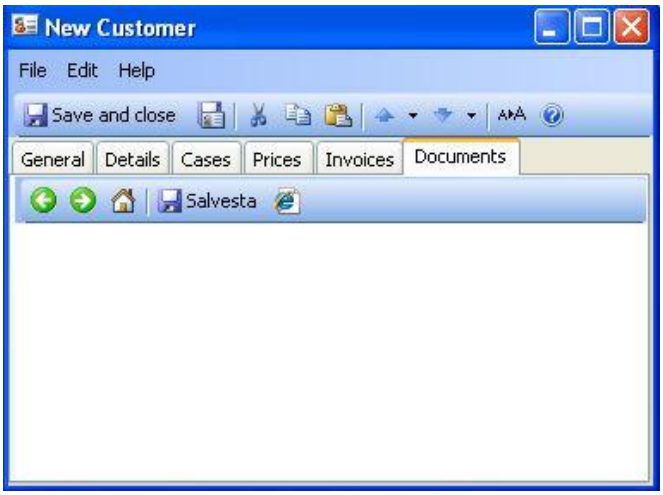
The list of the customer's prices (see also Prices).

Invoices


New Customer
File Edit Help
Save and close
General Details Cases Prices Invoices Documents
New.. Open..
Drag a column header here to group by that column.
Confirmed Date Due date Invoice no Amount EEK VAT EEK T
0 0 0,00 0,00

The list of the customer's invoices (see also Invoices).

Documents



The list of a customer's documents from the SharePoint website.

Case

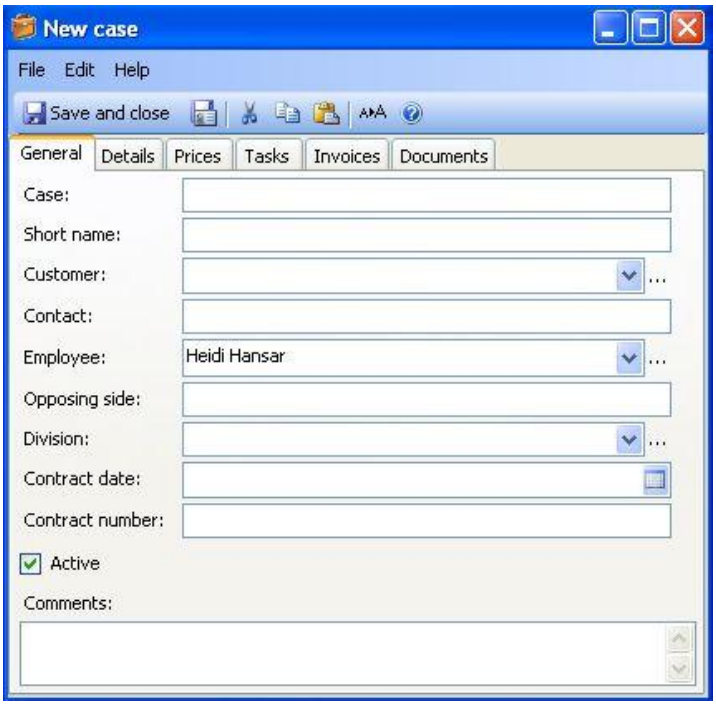
Adding a case and viewing data

To open case data, do one of the following:

1. In the *"*Case*"* tab within the main window click "New" to create a new case.
2. Click the ··· button next to case selection anywhere in LawTime to open or create a new case.
3. Click on the "cases" tab in the *Customer* data window

Case data

General



Case – the name of the case (required)

Short name is displayed e.g. in the LawTime main window to view activities (otherwise the name may take too much room in the table)

Customer – the customer connected to the case

Contact – the name of a company or person representing the customer

Employee – the name of a person connected to the case

Opposing side – the opposing side of the case

Division - subdivisions, used to differentiate customers, cases, employees and invoices

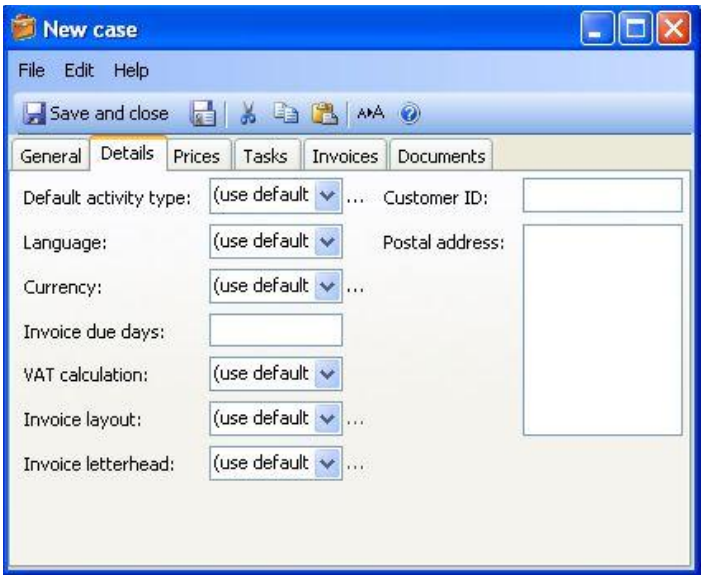
Contract date – the date the contract was signed

Contract number – the number of the contract connected to the case. When composing the invoice, after selecting customer, LawTime offers you a list of contract numbers to select

Comments – add comments to the case. Comments are shown in the main and case windows

Active – when *Active* is checked, the case will be shown in selection lists (e.g. when entering the data)

Details



The list of case details:

Default activity type specifies the activity type used in new activities for this case

Language – the default language for the case

Currency – the default currency used on the invoices for the case

Invoice due days – displayed automatically on the invoice, after entering the *invoice date*

VAT calculation – VAT % used on invoices for the case

Invoice layout – determines how the invoice sections are organized on paper

Invoice letterhead – controls the invoice headers and footers: bank details, addresses, contact information, your company logo etc.

Customer ID – the customer ID from an external system (e.g. accountancy)

Postal address - enter the customer's postal address to display it automatically on the invoice, after the customer is selected.

Prices

The list of the case's prices

Tasks

The list of the case's tasks

Invoices

The list of the case's invoices

Documents

The list of the case's documents from the SharePoint website

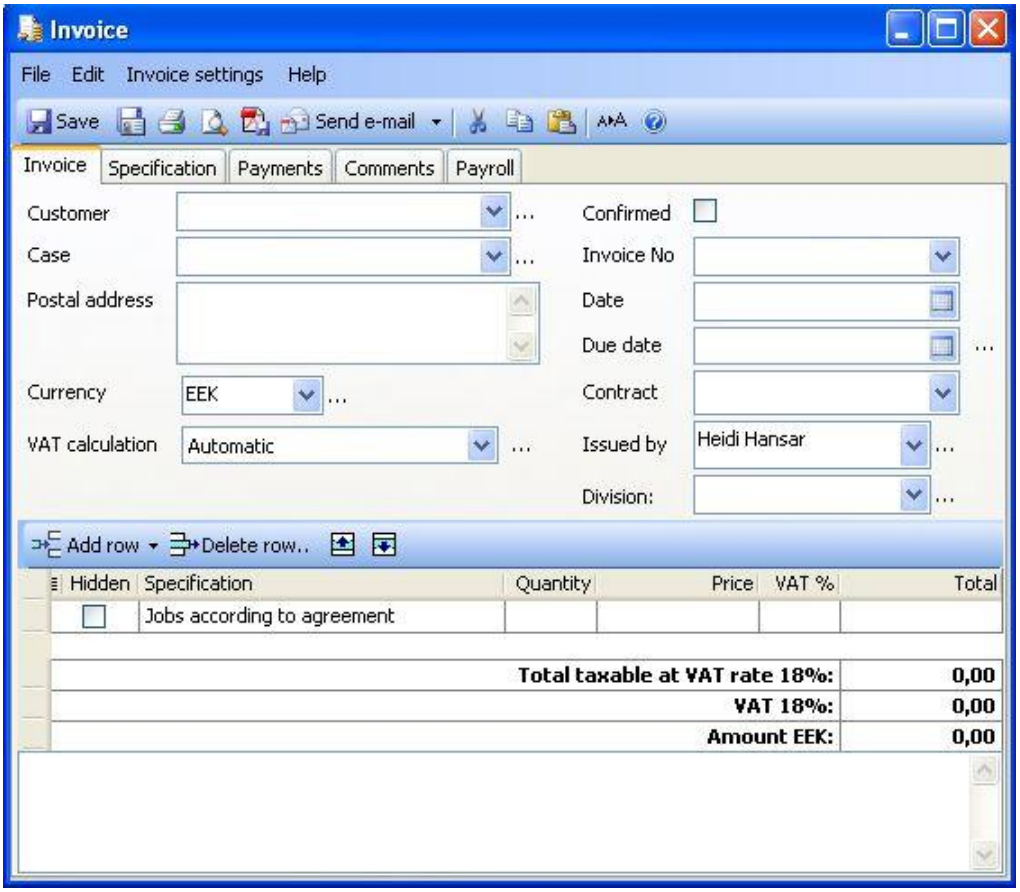
Invoices

Adding and viewing invoice data

To open the invoice data, do one of the following:

1. In the “Invoice” tab in the main window click “New” to create a new invoice.
2. Click the ”invoice” tab in the customer data window.
3. Click on the “invoice” tab in the case data window.

Invoice window



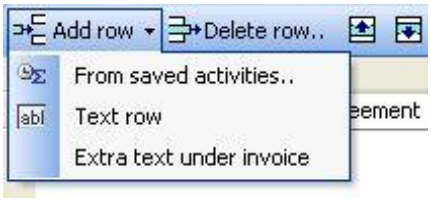
- **Customer** – the customer receiving the invoice
- **Case**–
- **Postal address** – Filled automatically when a customer (or case) is selected. You can also enter the address manually
- **Currency** – Select the currency before you add billed work on the invoice. If necessary, LawTime can convert prices into a new currency
- **VAT calculation** – "all 18%", "all 0%", "services 0%, expenses 18%". If you choose the latter, VAT % will be added according to the activity type (service/expense) entered. Use the ... button to enter a different tax rate

- **Confirmed** – you see “DRAFT” on an unconfirmed invoice. You can change data while the invoice is not confirmed. After the invoice is confirmed you cannot edit it and you will no longer see the sign “DRAFT”
- **Invoice No** – after you have selected the date, the invoice number will appear (according to your settings) automatically from the number series, or you can add it manually
- **Date** – enter the date or select it from the calendar
- **Due date**– enter “due date” or click the ··· button to select the number of due days
- **Contract** – enables you to select or enter the contract number**.** Data in the popup menu comes from *customer* or *case* data
- **Issued by** – the person’s name, whose signature will be used on the invoice
- **Division** – subdivisions, used for differentiate customers, cases, employees and invoices
- **Invoice settings** – “invoice type” defines your invoice as “SIMPLE”, “credit” or “pro forma”

Rows

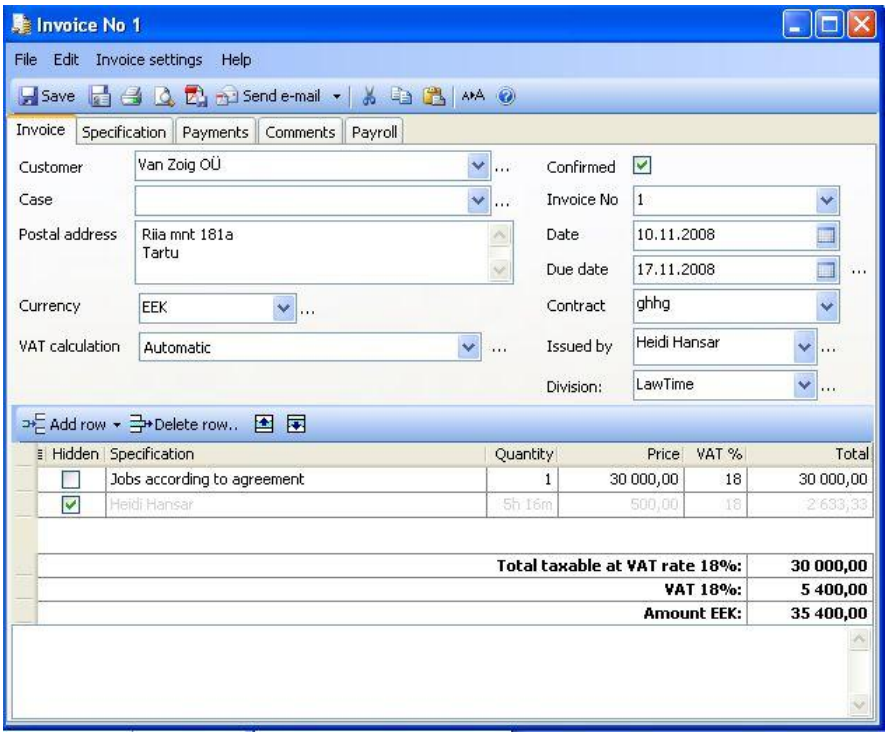
The 3 types of rows used on an invoice (upper left-corner of the table ”Add row”):

1. “**From saved activities**” – data from measured or entered activities.
2. ”**Text row**” – simple text and/or a manually entered sum.
3. “**Extra text under invoice**” – add more information. This row is seen on the bottom of the invoice, under the *tax* and *total sum* rows.



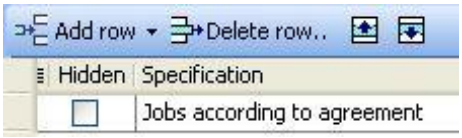
“**Hidden**” means that the row is hidden from the printout, the specification and from the sum calculation field.

For example: use hidden rows if you have a fixed job payment and you have measured your work in LawTime. This enables you to add billed work on the invoice, but the customer sees the sum according to your agreement.

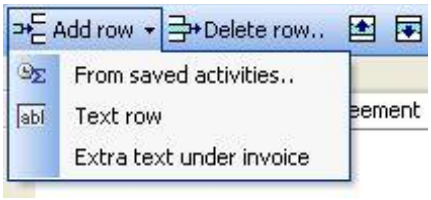

Invoice No 1
File Edit Invoice settings Help
Save Send e-mail
Invoice Specification Payments Comments Payroll
Customer Van Zoig OÜ
Case
Postal address Riia mnt 181a Tartu
Currency EEK
VAT calculation Automatic
Confirmed
Invoice No 1
Date 10.11.2008
Due date 17.11.2008
Contract ghhg
Issued by Heidi Hansar
Division: LawTime
Add row Delete row..
Hidden Specification Quantity Price VAT % Total
Jobs according to agreement 1 30 000,00 18 30 000,00
Heidi Hansar 5h 16m 500,00 18 2 633,33
Total taxable at VAT rate 18%: 30 000,00
VAT 18%: 5 400,00
Amount EEK: 35 400,00

Adding billed work to an invoice

Click the ”Add row” button…



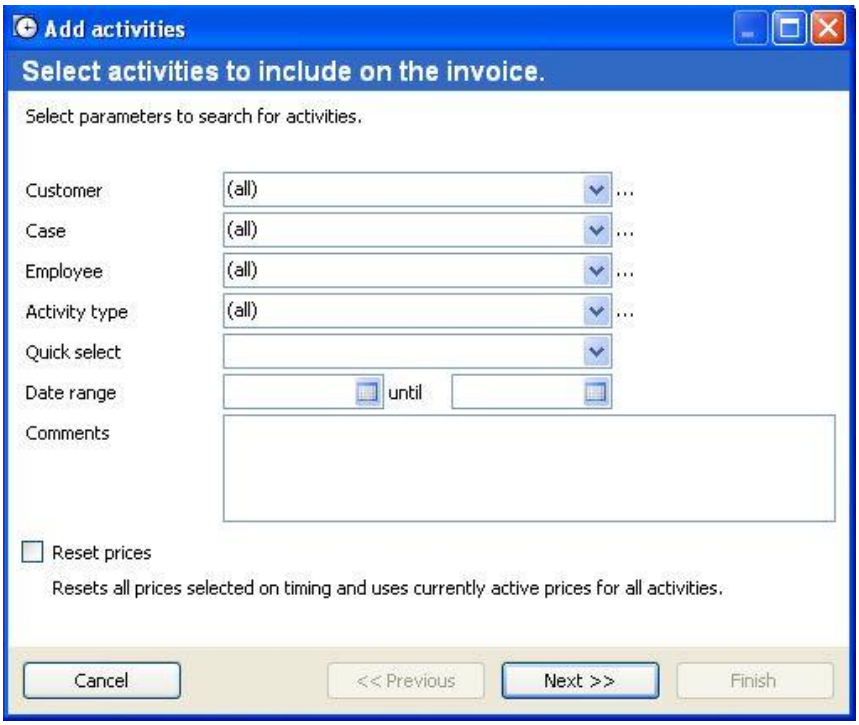
… and the pop-up menu opens with the following options:



Adding work:

From saved activities

1. Clicking on ”From saved activities” opens a wizard. On the first page of the wizard you can select parameters to search for activities.



Quick select offers a selection of defined periods:

Date range enables you to choose the year, month and day (e.g. select a period you need information about).

Ticking “Reset prices” cancels all the prices selected on timing, and uses the current active prices for all activities.

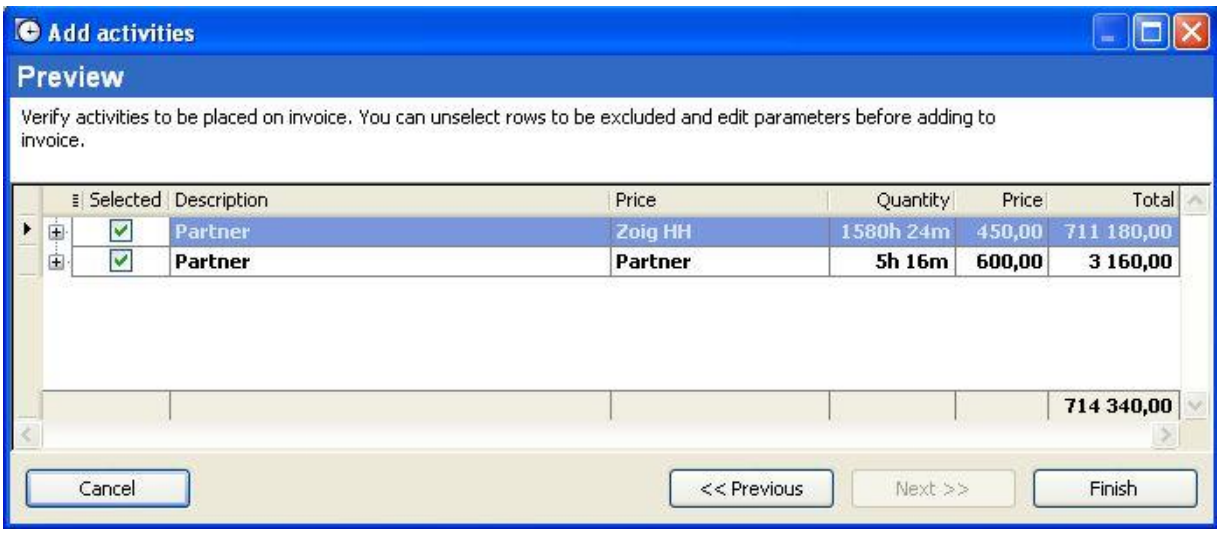
Click “Next” to continue.

2. Select the fields according to the separate rows to be created on the invoice.
   Separate rows will always be used for different activity types and prices.
   Example: Select ”Case” to place activities for different cases on separate invoice rows. Leave “Case” empty to group activities for all cases to one row.

Add activities
Invoice row separation
Select fields according to which separate rows will be created on invoice.
Example: Select "Case" to place activities for different cases on separate invoice rows. Leave "Case" empty to group activities for all cases to one row.
Case
Employee
Employee level
Activity type
Price
Separate rows will always be created for activities with different activity types and prices.
Cancel
<< Previous
Next >>
Finish

Click ”Next” to continue.

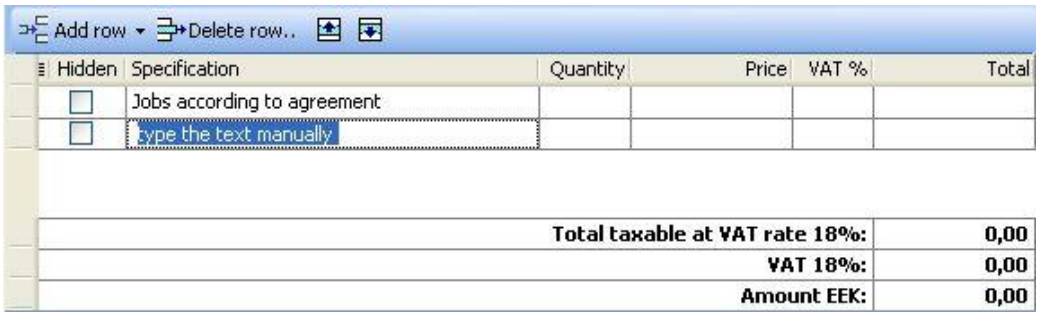
3. Invoice preview. You can unselect rows to be excluded and edit parameters before adding to the invoice.



When done, click “Finish”.

Text row

Click ”Text row” to complete the invoice manually.



Add additional bottom text to the invoice in the "**Extra text under invoice"** area. You can set a default text row for new invoices (see also options).

Invoice delivery

To deliver an invoice, do one of the following:

1. **Print** – click on the print button after entering the data …

… which opens the "Invoice print options" window.

Choose the invoice sections to print, and the visual appearance of your invoice.

Layout determines how different invoice sections are organized on the paper.

Letterhead controls the invoice headers and footers: bank details, addresses, contact information, your company logo etc. Letterheads can be edited under LawTime settings (see also). Modifying the invoice layout requires technical skills and tools and cannot be done directly from LawTime. Contact the LawTime distributor to make changes to the invoice layout.

By default, the letterhead and layout come from *Customer* (Customer window > Details) or *language* (Tools > Options > Invoice printing) data.

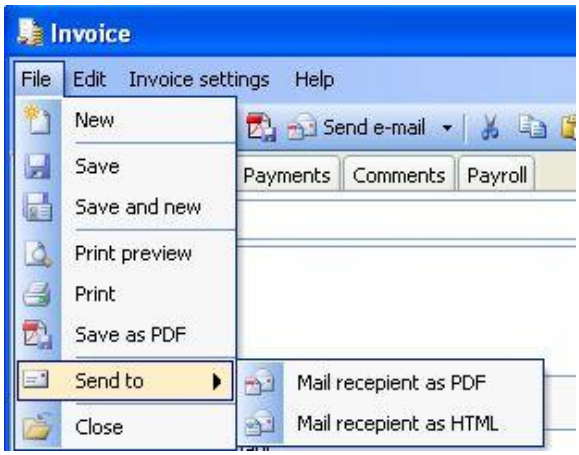
Click ”OK” to open print preview.

2. **Save as PDF…**

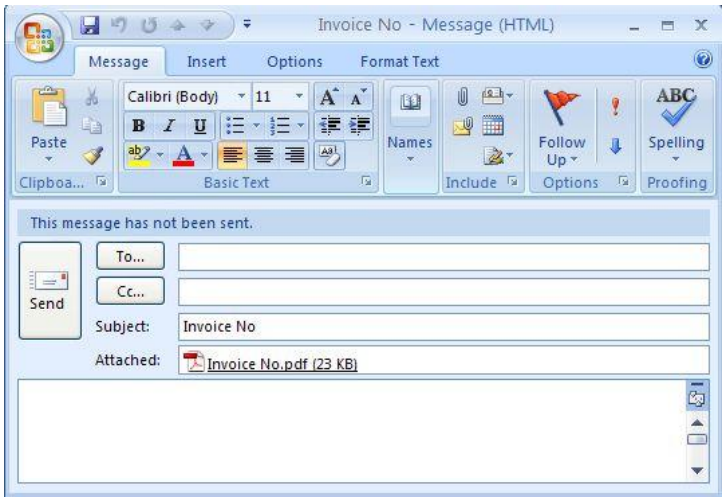
… opens the ”Invoice print options” window.

Select options, and click ”OK”. Choose a place to save the file.

3. **Send to a mail recipient as a PDF or HTML file–** after entering data, click on “Send” *to*.



4. **Send e-mail** – LawTime opens your default e-mail client (e.g. Outlook) and you can start composing a new mail with the file attached to it.



Make the changes you need and click ”Send”.

To compose an e-mail with a customer's address already on it, click on the arrow of the "Send e-mail" button

. Clicking on an address opens your default e-mail client and starts composing a new e-mail with the "To" address filled.

"*None*" means that there isn't an e-mail address entered on the customer's data sheet.

Invoice commands

Shortcuts on the "Invoices" main window:

To make the process of creating an invoice quicker, select a client in the main table and click on the "Invoice command" shortcut that you need.

Prices

You can add prices according to activity type, customer, case, employee, employee level or a combination of these. You can also use different currencies.

Price on activity timing

While entering data, LawTime offers the most accurate price according to the case. For example, if there is no price for a case, LawTime offers you a price set to a customer. You can also choose an implied price (e.g. even if there is a price set to a customer, you can choose a price set to a bureau).

You can also enter the price manually, in other words, it's not mandatory to choose the price from the database.

Adding a new price

To add a new price, do one of the following:

1. In the “Prices” tab in the LawTime main window click “New” to add data.
2. Add or open price data by clicking the ... -button in the data entry window.
3. Click on the ”prices” tab in the Customer, Case, or Employee data window.

Window for adding a new price

You can add the following:

- total value
- currency
- parameters of the price (used for customers, cases, employees, employee levels)

Make your selections and the ”Name” field will be automatically filled by LawTime.

If necessary, enter the *Name* manually.

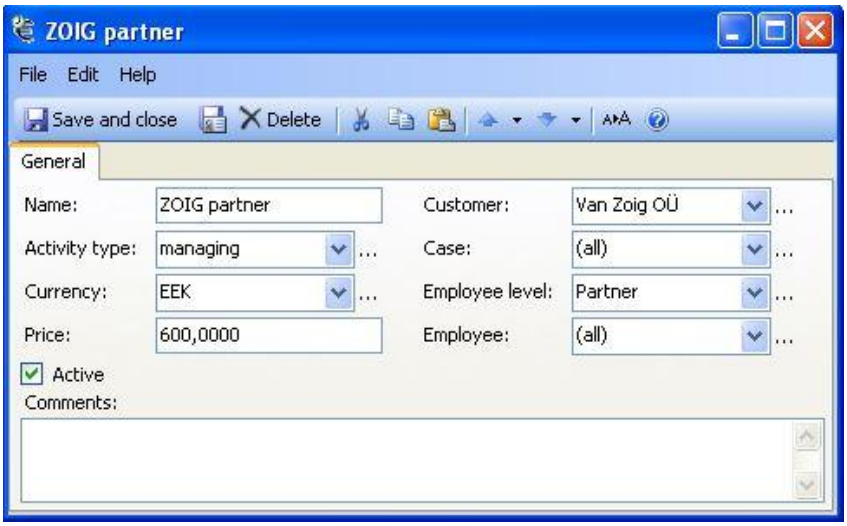
To see the price in all the options matching these parameters, select ”all”.

Combine the price parameters. For example, you can make different prices, if:

- the customer is “The University of Tartu”, the type of activity is “strategic planning”
- the customer is “The University of Tartu”, the employee level is “lecturer”
- the employee level is ”lawyer”
- all parameters are marked as “all” (base rates of activity types)

While entering data, LawTime offers a price closest to the selected parameters.

You can delete a price only if there’s no work saved using that price. Unticking ”*Active”* will remove the price from the selections.



Prices tab in customer and other windows

You can see an overview of the currently active prices in the *customer*, *cases*, *employee*, *employee level* and *activity type* windows.

Prices in the table are sorted in ascending order from specific to general.

General prices are displayed in grey. For example, you see *base rates* and *employee level* prices in grey. Customer and case specific prices are displayed in black.

To see only currently active prices, tick the ”Active” checkbox, and untick to see all.

Choose the ”Activity type” you want information about (at first you will see activity type set in Tools > Options > Program settings > default activity type).

Van Zoig OÜ
File Edit Help
Save and close
Delete
General Details Cases Prices Invoices Documents
Activity type: IT
New.. Open Print.. Only active
Drag a column header here to group by that column.
Aktiivne Name Price Currency Comments
partner 550,00 EEK
assistant 400,00 EEK

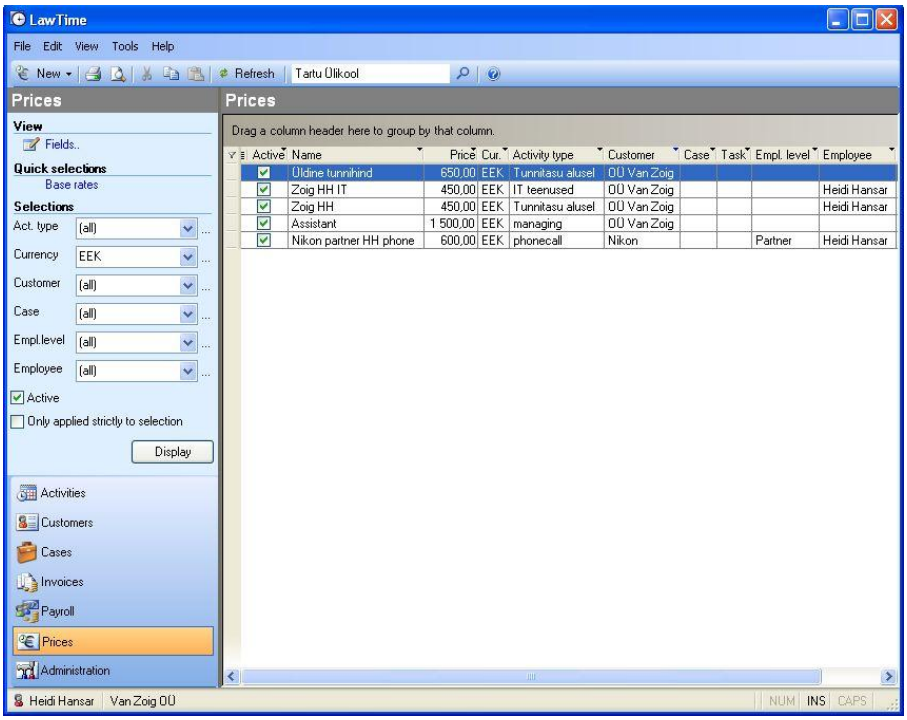
Prices in LawTime main window

Prices in the LawTime main window display the table of **all** prices.

We recommend you use the customer, case, etc. window to view the specific price that you are interested in.

To get the best overview of the table, use one of the following:

- Sort, group, filter (see also)



- The selection panel on the left side of the main window. (See also below).

Price settings

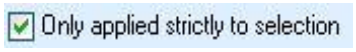
Selections in the left-hand panel of the main window:

- *View* – create a personal view using the parameters you need
- *Quick selections* – to return to the base rates
- *Filters* – to define prices, activity type, currency, customer, case, employee level, employee etc.
- *Active price*:

  Tick the "*Active*" checkbox (☑) to view only the current active prices.

  Untick the "*Active*" checkbox (☐) to view only the current inactive prices.

  Mark the "*Active*" checkbox grey to view all prices.

- The ”Only applied strictly to selection” checkbox helps you to specify filter selections:
  1) to view prices of a specific customer/case/etc., and also the general prices
  2)  to view the prices only of a specific customer, case, etc.
- ”Display” – shows the table according to the selections

Administration

Employees

Adding a new employee and viewing data

To add or open employee data, do one of the following:

1. In the LawTime main window, and under the ”Administration” tab > “Employees” click “New” to add a new employee. Click on the employee name to open the data.
2. To add or open employee data , click on the ... button anywhere in LawTime, and this will offer the option “*employee”.*

Employee data

- **General**

  The general data of an employee, user name, employee level etc.

  Ticking the ”Active” checkbox shows employee selections.

By default, the table shows only active employees. To see all the employees, click on the ”Active” column and then tick the checkbox ”All”.

- **Privileges**

The specific privileges of the employee.
The privileges set on the *employee* window are superior to the *employee level* privileges.

- **Prices**

The list of prices attached to the employee.
See also

- Employee levels
- User privileges
- Prices

Employee levels

Adding a new employee level and viewing data

The employee level represents a group or role of employees (e.g. attorney of law, accountant).

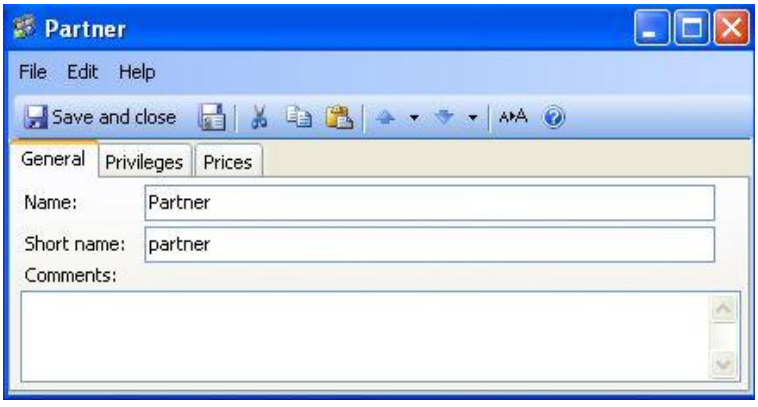
To open the employee level data, do one of the following:

1. In the LawTime main window, and under the ”Administration” tab -> “Employee levels”, click “New” to add a new employee level. Click on the employee level name to open the data.
2. To add or open the employee level data , click on the ··· button in anywhere in LawTime, and this will offer the option “*employee level”.*

Employee level data

- **General**

Name, short name, comments.



- **Privileges**

Employee level oriented privileges.
These are the default privileges for the entire group at that employee level.
The specific privileges are defined in the employee window.

- **Prices**
  The list of prices attached to the employee levels.
  See also
- Employees
- Prices
- See user privileges below

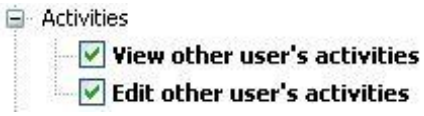
Privileges

Privileges on two levels

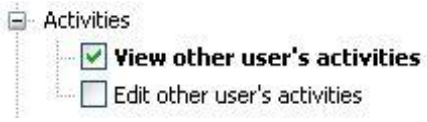
Privileges are either *allowed* or *denied*. An employee cannot enter or change privileges.

User privileges are set on two levels:

- *Employee level* oriented privileges. These are default privileges for the entire group at that employee level (e.g. the employee level *Partner* is allowed to view and edit other user's activities).

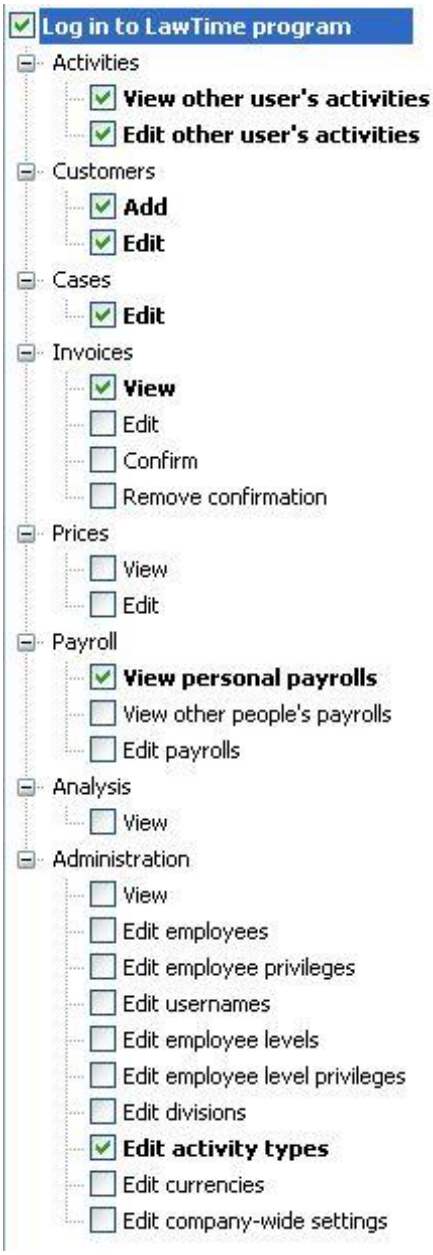


- Specific privileges of the employee. (e.g. the employee level *Partner* is allowed to view and edit other user's activities, but you can untick the checkbox in the privilege window and that particular partner no longer has the privilege)



Various privileges

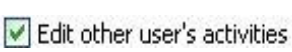
The list of all user privileges.



Colours of privileges

LawTime uses different colours for different privilege levels, to simplify administration and give the best overview.

- Privileges, allowed on the current open unit (employee level or particular employee), are displayed in a regular font style.



- Privileges allowed for a particular *employee level*, are displayed in grey. These are inherited privileges.

  View other user's activities

- Privileges changed after the last saving, are displayed in **bold black**.

  View other user's activities

- Privileges changed from inherited, and then back to inherited, are displayed in **bold grey**.

  View other user's activities

See also

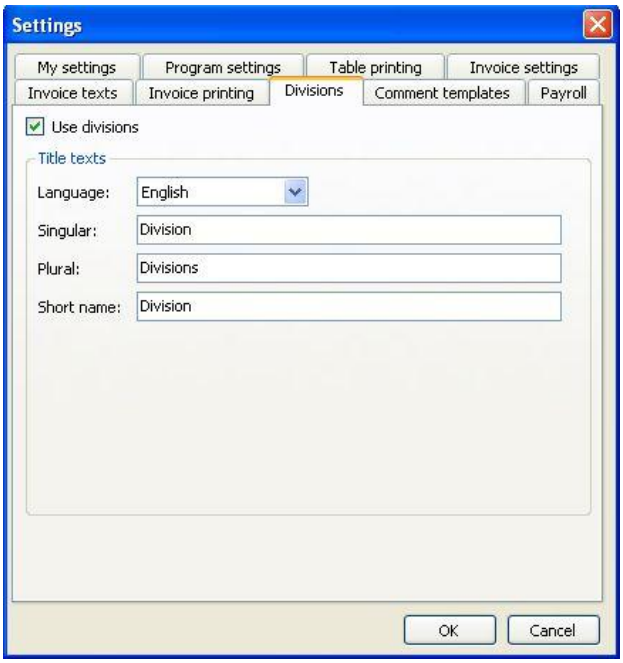
- Employees
- Employee levels

Divisions

Divisions – divisions used to differentiate customers, cases, employees and invoices

The ”division” title is changeable (e.g. department, area, team, subject field etc).

To activate ”divisions” go to *Tools > Options > Divisions > tick in checkbox*. You can also change the title here.

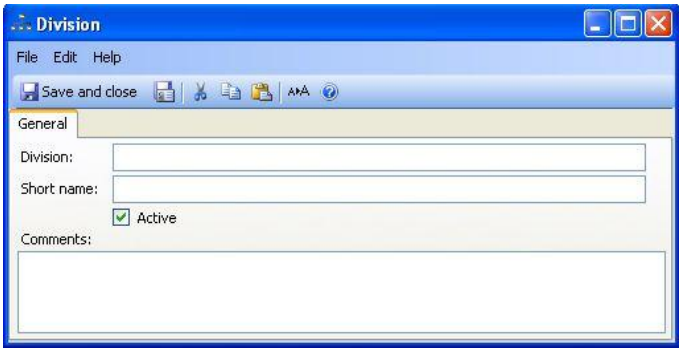


After it is activated, you can see *divisions* in the windows for customer, case, and so on. Add *divisions* in the LawTime main window by clicking Fields..

Adding a new division and viewing data

To add or open division data, do one of the following:

1. In the LawTime main window, ”Administration” tab > “divisions”, click “New” to add a new division. Click on the division name to open data.
2. To add/open division data , click on the ··· button anywhere in LawTime for the “division” option.



Activity type

Adding new activity type and viewing data

Activity type is used to describe different jobs (wages, phone calls, etc).

To add or open activity type data, do one of the following:

1. In the LawTime main window, ”Administration” tab > “activity types”, click “New” to add a new activity type. Click on the activity type name to open data.
2. To add or open activity type data , click on the ··· button anywhere in LawTime to offer the option “activity type”.

Activity type data

- **General**
  A name, short name, measurement, unit, comments, rounding on timing, rounding on invoices, etc.
- **Accounting**
  Type (service, expense, others), VAT, and other parameters.
- **Prices**
  The list of prices attached to an activity type.

Currencies

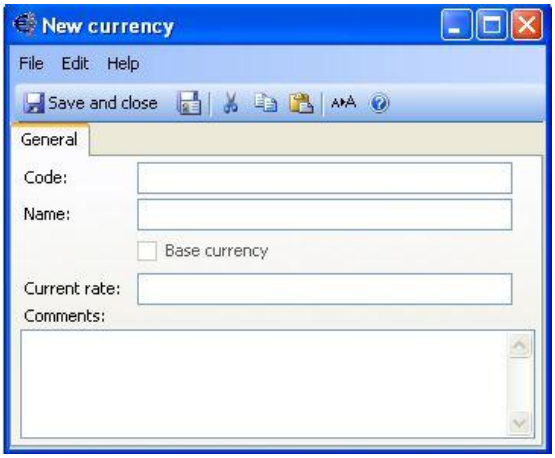
Adding a new currency and viewing data

To add or open currency data, do one of the following:

1. In the LawTime main window and in the ”Administration” tab -> “currencies”, click “New” to add a new currency. Click on the currency name to open data.
2. To add or open currency data, click on the ... button anywhere in LawTime to offer the option “currencies”.

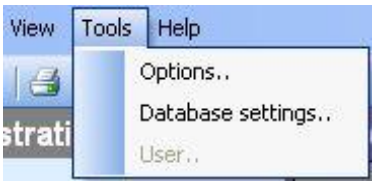
Currency data

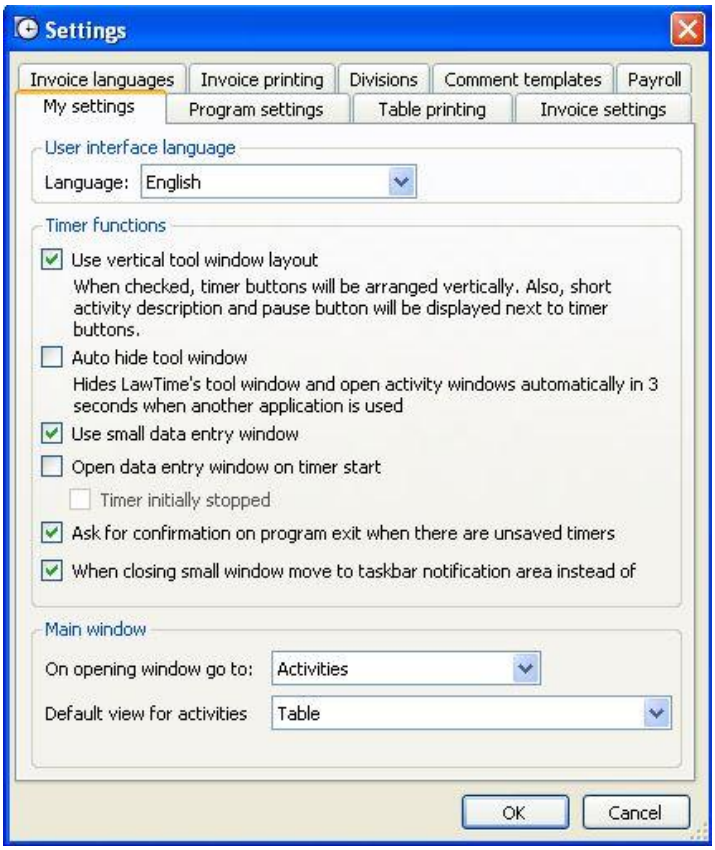
- **General**
  A code, name, current rate, comments, etc.
  Name the base currency and fix the rate to 1.



Options

To open settings click ”Tools” > ”Options”.




Settings
Invoice languages
Invoice printing
Divisions
Comment templates
Payroll
My settings
Program settings
Table printing
Invoice settings
User interface language
Language: English
Timer functions
Use vertical tool window layout
When checked, timer buttons will be arranged vertically. Also, short activity description and pause button will be displayed next to timer buttons.
Auto hide tool window
Hides LawTime's tool window and open activity windows automatically in 3 seconds when another application is used
Use small data entry window
Open data entry window on timer start
Timer initially stopped
Ask for confirmation on program exit when there are unsaved timers
When closing small window move to taskbar notification area instead of
Main window
On opening window go to: Activities
Default view for activities Table
OK
Cancel

The fields in the “Settings” window come from the employee privileges.

Regular user view in *My Settings*:

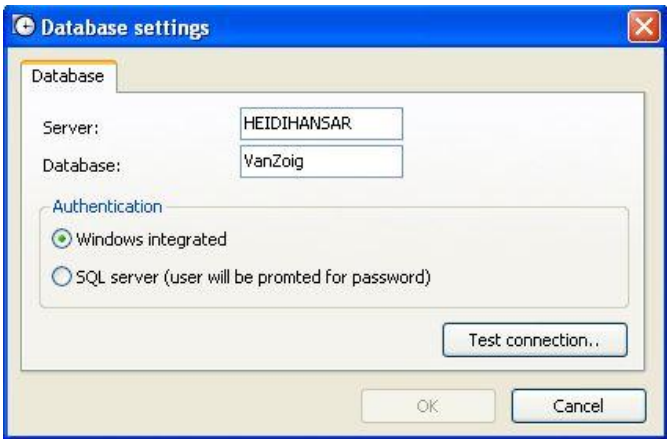
- **My Settings**:
    1) User interface language
    2) Timer functions
    3) Main window display
- **Program settings**:
    1) SQL based user authentication
    2) Allow password saving
    3) Enable tasks
    4) Allow pricing on activity timing

5) Default currency
6) Defaults
7) Error reporting – a program error condition is created to test error reporting. WARNING: do not click ”Close program” on the error window because LawTime will then close and unsaved changes will be lost.

- **Table printing** – margins (mm), styles (editable)
- **Invoice settings**:
  1) Invoice numbers (taken automatically from the number series, and can also be edited). Choose if the invoice number must be filled on printing, saving or confirming.
  2) Invoice calculations – duration format, default VAT %, total rounding etc.
  - **Comment templates** - enter the template texts displayed in the activity window’s comment field. Choose the language of the texts
  - **Payroll** – default texts onto new payroll rows
  - **Divisions**:
    1) Tick the checkbox to use divisions.
    2) Title texts – language, singular, plural, short name etc.
  - **Invoice texts** – default text rows for new invoices
  - **Invoice printing**:
    1) Language default
    2) Layouts
    3) Letterheads (header logo and footer texts)

Database settings

Click ”Tools” > ”Database settings” to open the window.



- Enter the name of the server and database
- Authentication – a windows integrated or SQL server (the user will be prompted for the password)
- After entering your settings, test the connection. Click “OK” to save the settings